

## SUPERVISING LIBRARIAN I

### DEFINITION

Under general direction to administer the operation of a major library division including supervising of subordinate professional personnel and performing related work as required.

### DISTINGUISHING CHARACTERISTICS

Positions in this class differ from those in the higher level of Supervising Librarian II in that they specialize in children's or adult services and incumbents are responsible for the overall operations of a major division of the library.

### EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limits to the following:

1. Plan organizes and directs a major division of the library, i.e., children's services or adult services.
2. Serves as a member of the Library management team assisting the director in developing and implementing goals, objectives, policies and procedures.
3. Supervises and participates in the selection of new books, periodicals, records, videos and other library materials related to division of assignment.
4. Supervises professional, technical and clerical staff including scheduling for main and branch operations.
5. Supervises and reviews the cataloging and classification of library materials.
6. Performs reference and readers advisory work b answering patrons' questions in person and by telephone.
7. Directs and participates in community programs both in-house and through community outreach including presentations to special interest-groups.
8. Coordinates and supervises promotional activities including publicity and media coverage of library programs and special events.
9. Assists and advises teacher concerning materials suitable for classroom programs.
10. Directs and may participate in story telling.
11. Attends professional and job related meetings and seminars to keep abreast of new development and applications in the library field.
12. Performs liaison functions with county, state and regional agencies.

## QUALIFICATIONS

### Knowledge, Abilities and Skills

- A. Knowledge of library procedures and subject matter including reference tools and information sources.
- B. Knowledge of principles and practices of automated cataloging of collections.
- C. Knowledge of children's and/or adult literature collection and library materials.
- D. Ability to prepare and track budgets related to division of responsibility.
- E. Ability to delegate, assign and coordinate workload among professional, technical and clerical staff members.
- F. Ability to motivate subordinate staff to develop a sense of shared mission.
- G. Ability to set priorities and make appropriate decisions under conditions of changing circumstances including creative problem solving.
- H. Ability to analyze collection in terms of quality and community needs so that selected materials provide a desirable balance.
- I. Skill in communication both written and oral.
- J. Skill in interpersonal relations at all levels including library staff, and general public, other City departments and vendors.

## EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience as a professional librarian.

Education: Equivalent to graduation from college with a Master's Degree in Library Science.

PROBATIONARY PERIOD: One Year

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